How to Update Your Ag Experience Tracker Profile

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter:**AL0129**

Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*First Initial and Last Name, example Jordan Creel – JCreel*)

**Password – same as username**

**Step 1:** go to [www.theaet.com](http://www.theaet.com)

**Step 2:** to set up profile, select Go to Full Desktop Version

**Step 3:** Select the Yellow Student Icon on the Left side of the page

**Step 4:** Log in using the credentials above

**Step 4:** Select Profile

**Step 5:** Select Manage/Edit your personal profile and password

**Step 6:** Update each of the 4 profile areas: Demographics, Mailing Address, Contact Information, Parents/Guardians. Profile picture is optional.

 *\*\*up above the demographics area, there is a place to reset your password if you wish, and also there is a percentage for how complete your profile is. Needs to be 100%. \*\**

**Step 7:** After completing the profile scroll up and select the Profile section at the top.

**Step 8:** Select Record your school Ag Class Schedule

**Step 9:** Select Add Class and select your class

How to Add your SAE in the AET System

**Step 1:** Determine your SAE Type/Name

 Exploratory – Researching an Ag Related Topic/Career

 Research – Conducting an Ag-Related Scientific Experiment

 Paid Placement – Working in an Ag-Related Industry and getting paid

 Unpaid Placement – Working in an Ag-Related field without getting paid

 Entrepreneurship – Owning/Operating your own Ag-Related business

My SAE will be a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ type SAE and will be Named \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I plan on doing:

**Step 2:** Log on to the mobile site of [www.m.theaet.com](http://www.m.theaet.com) using your login information above.

**Step 3:** You should see 6 Icons; Profile, Portfolio, Calendar, Ag Classes, FFA Experiences, SAE Activities. Select SAE Activities

**Step 4:** Select +New SAE

**Step 5:** Fill out the SAE Name, Level (All will be Individual), Type, Primary Category (Ask Mr. Creel), Sub-Category(Ask Mr. Creel)

How to Add Your Hours/Photos to your SAE Project

**Step 1:** Log in the mobile AET site

**Step 2:** Select SAE Activities Icon

**Step 3:** Click the right-pointing arrow beside your SAE

**Step 4:** Select Record Your Time

**Step 5:** Select +New Journal Entry

**Step 6:** Fill in the date, a brief description of what you did, and how many hours/minutes it took you.

**Step 7:** Select Pathway – same as your SAE

**Step 8:** Select the Activity that most relates to your entry

**Step 9:** Upload photos – upload as many as possible

How to Upload your FFA Experiences in AET (optional)

For FFA Officers/Team Members

**Step 1:** Log in to AET

**Step 2:** Select FFA Experiences

**Step 3:** Select FFA Competitive Event Activity

* Fill out Date, Activity (what contest you competed in), The Type, The Level (mostly county or district), the hours (3-4 hours)

**Step 4:** Select Community Service Activities

 Upload any Community Service Activities that you have had (**required to apply for state FFA awards**)